



## Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record:

1. Complete the Roundtable Basic online training.  
**Completion Date:** \_\_\_\_\_
2. Be sure you are registered as a Roundtable Commissioner.  
**Completion Date:** \_\_\_\_\_
3. Create a personal *my.scouting.org* account (if you don't have one) and log in.  
**Completion Date:** \_\_\_\_\_
4. Be sure to obtain the contact information of the District Commissioner and the Assistant Roundtable Commissioners.  
**Completion Date:** \_\_\_\_\_
5. Review the most recent Roundtable entries in Commissioner Tools.  
**Completion Date:** \_\_\_\_\_
6. Review your District's unit health report to see which units are attending roundtable and invite 3 units that are not attending.  
**Completion Date:** \_\_\_\_\_
7. Discuss with your mentor ways to increase roundtable attendance.  
**Completion Date:** \_\_\_\_\_
8. Discuss the use of the Roundtable Planning Guide with your mentor and review the current Roundtable plans for the year.  
**Completion Date:** \_\_\_\_\_
9. Attend one District Commissioner staff meeting  
**Completion Date:** \_\_\_\_\_
10. Facilitate a breakout session for your Roundtable.  
**Completion Date:** \_\_\_\_\_
11. Discussed Make a Roundtable entry in commissioner tools.  
**Completion Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Mentor**

## **Role of the Onboarding Mentor**

The role of the mentor is to form a relationship with the new Commissioner to help them feel comfortable in their new role. The mentor can be anyone designated by the District or Council Commissioner. Depending on the position, it may be the Commissioner who recruited the them, an Assistant District Commissioner to whom they may report, the Assistant District Commissioner for Training, the Assistant Council Commissioner for Training, any Assistant Council Commissioner, or another Unit Commissioner or Roundtable Commissioner who is considered well versed in their role. The decision lies with District or Council Commissioner as to whom should be the mentor.

The mentor should be involved in completing all items in the onboarding worksheet. The items on the worksheet can be completed in any order. The mentor and protégé are on their honor for completing the tasks and entering the information into the interactive onboarding worksheet. These items are considered critical for the success of a new Commissioner.